

DEPARTMENT OF PUBLIC SAFETY  
LICENSE SECTION

**MOBILE FOOD VENDING  
LICENSE CHECKLIST**

DEPARTMENT OF  
PUBLIC SAFETY

PLEASE CHECK OFF BOXES AS REQUIREMENTS ARE COMPLETED

- ☐ **Filed with the City of Columbus Income Tax (Letter of Good Standing)**  
\* This paperwork needs to be filed with the Income Tax Division prior to beginning the application process. If you have filed with the Income Tax Division, they will issue a Letter of Good Standing
- ☐ **Completed Mobile Food Vending License Application**
- ☐ **Completed Background Check (owner only)**
- ☐ **Health Inspection**
- ☐ **Fire Inspection**
- ☐ **MFV Unit Inspection (License Section)**
- ☐ **Ohio Department of Taxation Vendors License**
- ☐ **Certificate of Insurance (\$1M for trucks and trailers; \$300,000 for pedi-food carts and pushcarts; vehicle or trailer must be listed as insured and the City of Columbus must be certificate holder)**
- ☐ **Vehicle or Trailer registration from BMV**
- ☐ **Criminal Background Affidavit**
- ☐ **Application Fee: \$50.00**
- ☐ **License Fee: \$180.00**
- ☐ **City Right-of-way Fee: \$250.00 (if applicable)**

Signature: \_\_\_\_\_

**Applications shall be submitted to:  
License Section  
750 Piedmont Road, South Entrance  
Columbus, OH 43224  
614-645-8366**